

**NOMINATIONS AND BYLAWS COMMITTEE
DETROIT HEALTH DEPARTMENT 420-B**

Sept 11, 2003

10:00 A.M. – 12: 00 P.M.

MINUTES

PRESENT

Jonsea Nelson
Michael Parent, Chair
Maxine Lee
Catherine Williams
Keith Meeks
Calvin Scarber

SEMHAC STAFF

Karla Handley
James Fernandez

The Nominations and Bylaws Committee meeting was called to order at 10:30 AM by the Chair, Michael Parent. A moment of silence was observed for those who have been lost to the virus. Today's agenda, and the minutes from the meeting on August 7 were read and approved.

OLD BUSINESS

Sops

SOPs written by Michael dealing with voting, nomination, and interviewing of new council members were distributed. A decision was made that it was not necessary to present them to the full council, since these merely were guidelines for the process.

NEW BUSINESS

Nominations and Elections

Michael presented the time line for the Nomination and Election process. Staff member, Karla Handley, reported that she had received a quote of \$1,000 to place an ad in Between The Lines, and that the Media Marketing Committee had approved it. It will be clearly stated that SEMHAC's positions are volunteer, not paid. Other sources for advertising were discussed, and the committee gave staff the authority to handle the placement of ads. The Committee discussed the details of the process for interviewing, ranking, and selecting the new Council members. The problems with the way it was done last year were discussed, with the hope that it can be handled more professionally this year.

Code of Conduct

Jonsea Nelson raised the issue of misconduct of Council members in relation to rudeness and unreasonable demands on staff members. Per Michael, it is assumed that all Council members will conduct themselves in a professional way, but sometimes it becomes an issue of one person's word against another's. The Code of Conduct challenges will come to this committee and lots of documentation must be provided. If a council member has a problem with a staff person there are proper channels. In each case the concerns should be significant and not trivial.

People Who Care Committee

There was a discussion of the origin of the PWC Committee, and the information was shared by Michael that this committee serves at the pleasure of the Council. It was not intended to be a group that functioned independently with its own mission statement. Catherine Williams shared a document that was given to her which was created in 1999, and which indicated that the committee had developed a Mission Statement at that time. Michael asked for a copy.

The meeting adjourned at Noon.

The next meeting is October 9, 2003.

